



March 1997

# TV Handbook

Post at each  
operator position

Federal Communications Commission

# Emergency Alert System

## Attention Station Managers

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Pocket for EAS  
Authenticator Envelope

- Ensure the Authenticator Envelope is current
- Place the Authenticator Envelope in the storage pocket provided on this page.
- The Authenticator Envelope is used in Step 2 of the National Activation Procedures

# Introduction

## EAS Handbook

The purpose of this handbook is to provide instructions for EAS participants to follow during national, state and local alerts and tests. This Handbook should be located at each operator position and should be immediately available to staff responsible for authenticating and initiating Emergency Action Notifications, Terminations, alerts and tests.

## Contents of the Handbook

This Handbook contains simplified instructions for the following Emergency Alert procedures:

- **National Activation Procedures**  
Activated by the President.
- **National Termination Procedures**  
Activated by the President.
- **State and Local Activation Procedures**  
Activated by State and Local Officials or others.
- **Monthly and Weekly EAS Test**  
Activated according to State and Local plan.

## EAS Designation

Each broadcast station and cable system has an EAS designation which defines its role in the EAS structure. These designations are found in EAS state and local plans or state mapbooks that can be obtained from the FCC. Find your station or system on the list for your EAS Local Area. Note the EAS Local Area you serve and indicate this information on the front cover of this handbook.

**For more detailed information**, refer to the EAS rules and regulations, 47 CFR, Part 11, and the EAS Activation and Testing Procedures.

**In the event the EAS equipment becomes defective**, a broadcast station or cable system may operate without the defective equipment pending its repair or replacement for a period not in excess of 60 days without further FCC authority.

**Entries shall be made** in the broadcast station or cable system records showing the date and time the equipment was removed and restored to service.

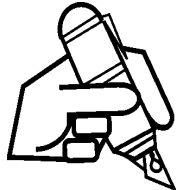
**For personnel training purposes**, the required monthly test script must still be transmitted even though the equipment for generating the EAS message codes, Attention Signal and EOM code is not functioning.

## Use of Automatic Encoder and Decoder Equipment

EAS equipment can be programmed to automatically retransmit EAS alerts. If management has done this, your programming may be interrupted shortly after incoming EAS messages.

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*More information on EAS may be obtained from the Federal Communications Commission on our toll free number 888-225-5322 (888-CALL FCC).*



# Station notes

# National Activation Procedures

## 1 Receive the Emergency Action Notification Message (EAN)

### Note:

*Be sure to listen for the authenticator words*

### Automatic and Manual Operation

You will see the words "Emergency Action Notification" on the broadcast station EAS decoder display.

You will hear the following Emergency Action Notification Message from the EAS decoder.



### Emergency Action Notification Audio Message

This is an Emergency Action Notification requested by the White House. The Authenticator Words for this notification are (\_\_\_). All broadcast stations will follow activation procedures in the EAS Operating Handbook for a national level emergency. The President of the United States or his representative will shortly deliver a message over the Emergency Alert System. The Authenticator Words are (\_\_\_).

## National Activation Procedures

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### **2** Authenticate Emergency Action Notification Message

*For automatic operation go to Step 6*

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Programming will be interrupted shortly after you hear the incoming message shown in Step 1.

*For manual operation*

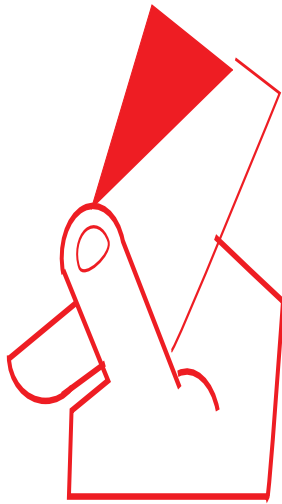


**Open the Red Envelope stored on the inside front page of this handbook and go to Step 3**

## National Activation Procedures

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### 3 Follow Authentication Procedures



#### *Manual Operation Only*

**Compare the activation words** used in the Emergency Action Notification Message to the enclosed list on the inside front cover of this handbook.

- Activation words are effective 12:01 AM Eastern Time.

#### **If no match is found**

Take no further action to transmit a message.

**If the authenticator words match**

Go to Step 4

## National Activation Procedures

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**4** Discontinue  
normal  
programming

*For manual operation*

Cease all programming and prepare to transmit the following announcement

**5** Transmit this  
announcement:

*For manual operation*



**Broadcast this Announcement**

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*This announcement may be made in the primary  
language of the station.*

**We interrupt our programming; this is a  
national emergency.**

**Important instructions will follow.**



## National Activation Procedures

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**6** Transmit the EAS header codes followed by the attention signal.

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Participating  
Stations

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Non-Participating  
Stations

**TV Stations must visually and aurally transmit header code data.**

- *For automatic operation* EAS equipment will retransmit header codes and the attention signal.
- *For manual operation* Use the EAS encoder to retransmit the header codes and the attention signal .

**STOP**

**Go to Step 7** of the  
National Level EAS Activation Procedures

**Go to Step 12** of the  
National Level EAS Activation Procedures.

## National Activation Procedures

### 7 Participating Stations

For manual operation

### State Relay or State Primary Stations

Include this announcement:



#### Broadcast this Announcement

**This is an Emergency Action Notification. All broadcast stations and cable systems shall transmit this Emergency Action Notification Message. This station has interrupted its regular programming at the request of the White House to participate in the Emergency Alert System.**

**During this emergency, most stations will remain on the air providing news and information to the public in assigned areas. This is (station call name). We will continue to serve the (EAS LocalArea name) area. If you are not in this Local Area, you should tune to stations providing news and information for your Local Area. You are listening to the Emergency Alert System serving the (EAS Local Area name) area.**

**Do not use your telephone. The telephone lines should be kept open for emergency use. The Emergency Alert System has been activated to keep you informed. (Repeat announcement)**

**We will also be serving as a message distribution and relay source to other broadcast stations**

## National Activation Procedures

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**8** Monitor the following sources for further instructions

Select your monitoring source in the following order.

**1** Local Primary Source (LP)

LP-1 and LP-2  
of your EAS Local Area  
(If unavailable)

**2** State Relay Source (SR)

SR source for the  
State EAS Relay Network.

(Next)

- 3**
- Any other broadcast station
  - Any other available source

## National Activation Procedures

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**9** Transmit emergency messages as soon as they are available

The priorities for EAS messages are:

- **First** - Presidential messages must be carried live
- **Second** - Local Area messages
- **Third** - State messages
- **Fourth** - National Information Center (NIC) messages

*Record lower priority messages for transmission at earliest opportunity*

## National Activation Procedures

**10** Transmit this standby script until emergency messages are available

### Manual Operation



#### Broadcast this Announcement

We interrupt our programming at the request of the White House. This is the Emergency Alert System. All normal programming has been discontinued during this emergency.

This is (station call). This station will continue furnishing news, official information and instructions for the (EAS Local Area name) area.

If you are not in (EAS Local Area name) area, you should tune to stations providing news and information for your area. It is important that you listen carefully to announcements from the station in your local area.

**REPEAT AS NEEDED**

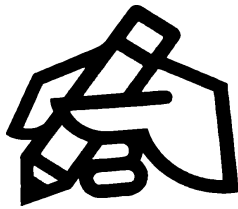
## National Activation Procedures

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### **11** *After the Presidential message:*

#### **Transmit the End of Message Code**

Log



Monitor



#### ***For automatic operation***

The EAS encoder is programmed to automatically transmit the End of Message (EOM) code.

#### ***For manual operation***

Manually transmit the End of Message (EOM) code with the EAS encoder.

**1**

Log the time and date the Emergency Action Notification is received at your station

**2**

Monitor Your EAS Source for the Emergency Action Termination Message

**3**

When the Emergency Action Termination message is received on the EAS decoder, follow the National Level Termination procedures included in this handbook.

# National Activation Procedures

## 12 Transmit this Announcement

**Only  
Non -Participating  
National Stations**

This Announcement  
should be pre-recorded  
if automatic operation  
is used

*For manual operation* transmit the following :



### Broadcast this Announcement

**This is an Emergency Action Notification. This station has interrupted its regular programming at the request of the White House to participate in the Emergency Alert System.**

**During this emergency, most stations will remain on the air providing news and information to the public in assigned areas.**

**This is (station call). We will be discontinuing programming. You should now tune to stations providing news and information for your Local Area.**

**This station will be discontinuing programming.**

**Do not use your telephone. The telephone lines should be kept open for emergency use. The Emergency Alert System has been activated to keep you informed...**

**Repeat Announcement**

## National Activation Procedures

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### 13 Transmit the End of Message Code

Only  
Non -Participating  
National Stations

Log



Monitor



#### ***For automatic operation***

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The EAS encoder is programmed to automatically transmit the End of Message (EOM) code and may remove the carrier from the air.

#### ***For manual operation***

- Manually transmit the End of Message (EOM) code with the EAS encoder.
- Sign Off
- Remove the carrier from the air

**1**

Log the time and date the Emergency Action Notification is received at your station

**2**

Monitor Your EAS Source for the Emergency Action Termination Message

When the Emergency Action Termination message is received on the EAS decoder, follow the National Level Termination procedures included in this handbook.



# National Level Termination Procedures

## 1 Receive Emergency Action Termination

### Automatic and Manual Operation

You will see the words "Emergency Action Termination" on the broadcast station EAS decoder display.

You will hear the following Emergency Action Termination Message from the EAS decoder.



### Emergency Action Termination Message

**This concludes operations under the Emergency Alert System. All broadcast stations may now resume normal programming operations.**

- Manual Operation      Go to Step 2
- Automatic Operation      Go to Step 3

## National Level Termination Procedures

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### **2** Follow Authentication Procedures

#### *Manual Operation Only*

**Compare the activation words** used in the Emergency Action Termination Message to the enclosed list in the envelope located on the inside front cover of this handbook.

- Activation words are effective 12:01 AM Eastern Time.

#### **If the words do not match**

- Take no further action to transmit a message.

#### **If the authenticator words match**

**Participating Stations Go to Step 3**

**Non-Participating Stations return carrier to air and Go to Step 3.**

# National Level Termination Procedures

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## 3 Transmit EAS header codes and attention signal

### EAS Header Codes



### ATTENTION SIGNAL



**TV Stations must visually and aurally transmit header code data.**

### *automatic operation*

The EAS encoder will automatically transmit your EAS header code and attention signal.

### *For manual operation*

Use your EAS encoder to transmit the EAS header code.

Use your EAS encoder to transmit the EAS attention signal.

## National Level Termination Procedures

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### **4** Transmit this announcement

*For manual operation*

Use the EAS encoder to transmit this announcement



**Broadcast this Announcement**

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**This concludes operations under the Emergency Alert System. All broadcast stations may now resume normal programming operations.**

**Repeat Announcement**

## National Level Termination Procedures

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### 5 Transmit the End of Message Code

#### *For automatic operation*

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The EAS encoder will automatically transmit the end of message code.

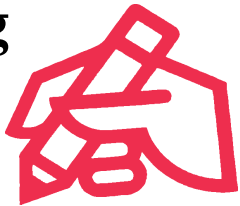
#### *For manual operation*

Use the EAS encoder to transmit the end of message code.

### 6 Resume Programming

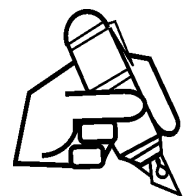
#### *Resume Normal Programming*

### 7 Log



#### *Log Receipt of Emergency Message*

Record the time the Emergency Action Termination Notice was received in records/logs.



# Station notes

## State and Local Activation Procedures

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The EAS may be activated at management's discretion in connection with day-to-day emergency situations posing a threat to life and property. These activations may be performed at the State or Local Area level by any AM, FM, TV station or cable system.

State and Local Area emergency messages may be transmitted by using EAS Header and End of Message Codes. If this option is used by a TV broadcast station, the FCC recommends that the codes be preceded by an announcement that informs listeners that an EAS transmission will occur.

### EMERGENCY:

A situation posing an extraordinary threat to the safety of life and property. Examples are, but not limited to natural situations such as: tornadoes, flash floods, icing conditions, heavy snows, fires and man-made situations such as: discharge of hazardous materials, power failures, industrial explosions, civil disorders and nuclear incidents.

### SEVERE WEATHER WATCH:

A severe weather WATCH indicates that the probabilities of a particular severe weather storm are high, and is an alert to the public of such severe weather conditions.

### SEVERE WEATHER WARNING:

A severe weather WARNING indicates that a particular severe weather storm has actually been sighted in an area or indicated by radar, and serves notice to the public that severe weather conditions are almost certain to occur.

## State and Local Activation Procedures

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### 1 Receive requests for EAS activation by any of these methods:

**STATE LEVEL OFFICIAL:** A request for activation may be directed to the State Primary (SP) source by the Governor, his designated representative, the National Weather Service, or the State Office of Emergency Services. Other designated government officials may be found in your State EAS Plan.

**LOCAL LEVEL OFFICIAL:** A request for activation may be directed to the Local Primary (LP) source by the National Weather Service, Local Emergency Management or Public Safety Officials. Other designated government officials may be found in your Local EAS Plan.

### 2 Authenticate EAS Message

State Primary or the  
Local Primary Sources

**EAS DECODER DISPLAY.** You will see the Emergency Message on the decoder display.

Authenticate the request for activation according to the EAS State or Local Area plan.

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**These sources do not require authentication.**

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National Weather Service, NOAA Weather Radio, NOAA Weather Wire



## State & Local Activation Procedures

### 3 Transmit State/Local EAS opening message

#### *For automatic operation*

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Programming may be interrupted shortly after you hear the incoming message. Procedures may vary according to Station policy.

#### *For manual operation*

Record or store the message unless programming is interrupted to allow the emergency message to be transmitted live.



#### **Broadcast this Announcement**

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**We Interrupt this program because of a  
(State or Local) emergency. Important  
information will follow.**

## State & Local Activation Procedures

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**4** Transmit the EAS header codes followed by the attention signal

**TV Stations must visually and aurally transmit header code data.**

- *For automatic operation* EAS equipment will retransmit header codes and the attention signal.
- *For manual operation* Use the EAS encoder to retransmit the header codes and the attention signal

**5** Transmit the Emergency Message

- *For automatic operation* EAS equipment will transmit the emergency message
- *For manual operation* Transmit the emergency message (live or from storage) over the air.

*If the emergency is continuing advise your audience to stay tuned for more messages*

## State and Local Activation Procedures

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### **6 Transmit the End of Message Code (EOM) & Resume regular programming**

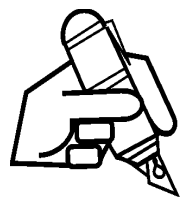
#### ***For automatic operation***

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The EAS equipment will switch to normal programming when the EOM is received.

#### ***For manual operation***

Transmit the EOM and Follow station procedures to resume normal programming.



# Station Notes

## Monthly and Weekly Tests

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# EAS Tests Are Required By FCC Regulations

### Weekly Tests

Weekly tests consist of transmitting the EAS digital header codes and end of message codes once each week.

#### **Weekly tests must be conducted:**

- On different days
  - At different times
- 

### Monthly Tests

#### **Consist of transmitting:**

- the EAS digital header codes,
- the two-tone attention signal,
- a brief test script and end of message code.
- a visual display of header code data.

#### **Is substituted for one weekly test.**

In odd months monthly test must be conducted in daylight hours (8:30AM to sunset )

In even months monthly test must be conducted at night (sunset to 8:30 AM)

**Must be retransmitted within 15 minutes of receipt.**

**Can be scheduled by State/Local Plan.**

## Monthly and Weekly Tests

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### Substitution of Weekly and Monthly Tests

**NO WEEKLY TEST IS NECESSARY** during a week when the monthly test is conducted or when there is an EAS activation for a State or Local emergency.

**NO MONTHLY TEST IS NECESSARY** during a month when there is an EAS activation that includes a two-tone alert signal , a video and an audio message.

### Failure to receive an EAS test

**IF YOU DO NOT RECEIVE A TEST EACH WEEK** from your two assigned monitoring sources take the following actions.

- **Determine why no test was received.**
  - Check your station equipment
  - Call your monitoring source(s).
- **Document your findings in the station logs.**
  
- **Take appropriate corrective action.**

## Monthly and Weekly Tests

### 1 Receive Test

Receive and Log the weekly test from your EAS Monitoring Assignments

### 2 Transmit Weekly Test

Weekly tests must be conducted on different days and at different times. Weekly tests do not have to be transmitted upon receipt.

*You may wish to notify your listening audience that you are performing a test of the EAS equipment.*

### 3 Discontinue normal programming

#### Sample Audio Message

This is a test of the Emergency Alert System.

- Transmit Weekly Test Codes
- Transmit End of Message Codes

Use the station EAS encoder to transmit the EAS header code and the EOM code.

### 4 Resume Normal Programming and Log

Resume Normal Programming and  
Log receipt and transmission of the test

## Monthly and Weekly Tests

**1** Receive the test from your EAS Monitoring Assignment

**2** Transmit this optional announcement

**3** Discontinue normal programming

**4** Re-transmit

### Monthly Test

You may wish to notify your listening audience that you are performing a test of the EAS equipment.



#### Sample Audio Message

This is a test of the Emergency Alert System.

TV Stations must visually and aurally transmit header code data

Use the EAS encoder to re-transmit the header codes and attention signal within 15 minutes of receipt.



## Monthly and Weekly Tests

### Monthly Test

#### 5 Monthly Test

**Retransmit  
the monthly  
test script as  
received  
from your  
source**



#### Sample Test Script

**This is a coordinated monthly test of the broadcast stations of your area. Equipment that can quickly warn you during emergencies is being tested. If this had been an actual emergency such as (insert types of emergencies that may occur in the geographic area), official messages would have followed the alert tone.**

**This concludes this test of the Emergency Alert System.**

## Monthly and Weekly Tests

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### 6 Transmit the End of Message (EOM) Codes

### Monthly Test

Use the station EAS encoder to transmit the EOM code.

### 7 Resume Normal Programming and Log



Resume Normal Programming and  
Log receipt and transmission of the test

Steps 3 through 7 of the monthly tests may be  
performed automatically.